

- ☐ Owner
- ☐ Accountant/Bkkr.
- ☐ Business Associate
- ☐ HRM Manager
- ☐ Office Manager
- ☐ Other _____

Reporting Employee's Hours Correctly Saves You Money

The following is intended to assist you in reporting "hours worked" on your Quarterly Tax Report (EMS 5208 A or B):

- Employees on salary working a standard 40-hour week, multiply 40 hours times the number of weeks they worked in the quarter.
- Commissioned employees have the actual number of hours worked reported. If not kept track of, report 40 hours per week for a full time employee.
- Overtime hours are reported exactly as worked.
- Severance pay, when based on past periods of

service, is reported showing zero (0) hours worked.

- Wages in lieu of notice have the actual number of hours reported that would have been worked for which they were compensated.
- Vacation hours are reportable as taken when the employee-employer relationship has not been severed. When accrued vacation time is paid out in lieu of leave, zero (0) hours are reported.
- Sick leave hours are not reportable.
- Holiday hours are reportable in the quarter in which the payment occurs

- SUB (supplemental unemployment) is a contractual agreement-offset from any state unemployment insurance an employee was receiving and the hours are not reportable.

If you have not tracked hours worked, leave the field blank. Please note that this may cause your future tax rates to increase. This is because we will calculate the hours by taking the wages you report divided by the current minimum wage as required by law (RCW 50.12.070(2b)). More hours worked may then be reported than were actually worked. This could increase the claims filed against your employer account.

Alternate Base Year (ABY) Letter to Employers

During the first seven weeks of every new quarter, you may receive a letter from us requesting wage and hours worked information on former employees. You would receive this request in instances where the former employee needs this information to file a claim for unemployment insurance benefits. As this wage and hours worked information is needed prior to you filing your Quarterly Tax Report, we send you an "Alternate Base Year" letter to complete

and return to us. The wages you report on the letter should be for those *paid* during the quarter in question not when *earned*.

To prevent discrepancies and errors that can result in overpayments, delay of payments, or underpayments, it is important that the wages and hours submitted to us on the "Alternate Base Year" letter be exactly the same as those you will report on your Quarterly Tax Report.

Registered Contractors on the Lookout

Unregistered contractors gain an unfair advantage by not playing by the rules. They force registered contractors to compete against lower operating costs as unregistered contractors do not maintain a bond or liability insurance.

Employment Security is joining with the Departments of Labor and Industries and Revenue to investigate these unfair practices. You can call the toll-free "Report-a-Fraud" hotline at 1-888-811-5974 to report any illegal action you believe gives a business an undeserved advantage which subsequently may be costing you money.

Calls to the toll-free number allow you to leave a voice message with as much information as possible about any alleged violations of rule or law. Washington contractor law is there to protect the public from unreliable, fraudulent, financially irresponsible, or incompetent contractors.

If you suspect a construction contractor is not registered, an electrical contractor is not licensed, or a plumber is not certified, you can call the Contractor Information toll-free line at 1-800-647-0982 or check on-line at www.lni.wa.gov/contractors/contractor/asp.

New Version of UIFastTax a Hit – Marketing Effort Set for July

Responses from businesses using the new version of UIFastTax have been overwhelmingly favorable! The ease in importing payroll data and the ability to send the report with a click of the mouse are major pluses according to our users!

UIWebTax is also gaining users with more than 742 businesses reporting with this on-line version of UIFastTax.

Over 16,550 businesses reported using UIFastTax or UIWebTax for 1st quarter 2002. We look for these numbers to grow exponentially this next year with a major marketing effort planned to begin in July.

Local District Tax Offices (DTO's) will begin to contact employers in their service districts to assist them in moving to one of these easy electronic reporting methods. With help available

to businesses in the local area the transition from paper to electronic filing will be easier. A saving in time is realized by the business and the accuracy of the data is increased resulting in savings to the business and the Department.

Go to www.wa.gov/esd/uifasttax for information and tools, including:

- Filing instructions
- Downloads of the latest version of UIFastTax software
- Online, real-time filing with UIWebTax

We encourage all users to click on the option to update their software when opening UIFastTax each quarter to ensure you have the latest version. Any CD version of UIFastTax that is not 3.1 or higher (3.15, 3.16, etc) should be discarded. If you are unable to download please call 360/902-9636 to receive the latest version.

It's On The Net

Employment Security: The Right Connection

**Visit Employment Security's
Homepage at: www.wa.gov/esd**

The News You Need To Know About Employment Security.

- Take a look at our special programs for business.
- Get important tax information.
- Improve your general knowledge about ES.
- Find out what's going on -- look at our current publications.
- All that is at hand merely by visiting Employment Security's Home Page.

Report a Fraud Today

Know of a dishonest contractor, employer, worker, health care provider, attorney?

**Report-a-fraud hotline:
1-888-811-5974**

**Report-a-fraud-website:
<http://www.lni.wa.gov/fraud/>**

The Department of Labor and Industries, in coordination with the Department of Revenue and the Employment Security Department, want to reduce fraud. You can remain anonymous.

Finding the Right Worker
Just Got

Easier!

List Jobs for free

go2worksource.com lets you reach thousands of Washington job seekers daily without spending a dime. Simply go to the site, post your job listings and watch the resumes roll in.

Heads Up – 5208A Tax Report Change - Out of State Wage Indicator Added

A check box has been added to Item 13 (Excess Wages) on the 5208A Tax Report form. A check mark in the box will indicate when out-of-state wages are included in the excess amount. This information will assist us to reconcile your tax and wage reports and eliminate telephone calls or letters you might receive from us when we are auditing your account.

Important Facts About New Hire

- Three state agencies have New Hire programs. They are the Department of Social and Health Services (DSHS), Employment Security Department (ESD) and Department of Labor and Industries (L&I).
- Federal and state laws require all employers to report new hires (within 20 days of hire) to the DSHS, Division of Child Support (DCS) for the purpose of improving child support collections.
- DCS shares the new hire information with the federal departments of Labor and Child Support Enforcement as well as three Washington state agencies:
 1. The DSHS Division of Assistance Programs (DAP), to reduce food stamp overissuance and fraud.
 2. ESD, to reduce Unemployment Insurance (UI) overpayments and fraud.
 3. L&I, to reduce insurance claim overissuance and fraud.
- Together, these state agencies are successfully using new hire information to save taxpayers and businesses millions of dollars each year.
- The agencies do not have the same forms, envelopes, business locations, e-mail addresses, telephone numbers, or fax numbers.
- Although we all work independently, we are also working together in an effort to get the important forms and reports you send us to the correct agency.

Be sure to mail, fax, or e-mail the forms to the correct agency.

To report or discuss new hire reporting:
Department of Social and Health Services
1 (800) 562-0479
Fax: 1-(800) 782-0624
Web: www.wa.gov/dshs/newhire/
DSHS New Hire Directory
P O Box 9023
Olympia, WA 98507-9023

To discuss employee work, earnings, and Unemployment Insurance:
Employment Security Department
(360) 407-5200
Fax: (360) 407-5246
ESD New Hire Unit
P O Box 9046
Olympia, WA 98507-9046

LOCAL Happenings

Snohomish County WorkSource/WorkFirst Job Fair

WorkSource Snohomish County and WorkFirst will be hosting a job fair Tuesday, June 18, at the Everett Holiday Inn. It is located off Exit #186 from I-5, on the East side of the freeway on 128th street. The job fair will be from 2 p.m. until 4 p.m. This event is held monthly. The public is invited to attend. Bring resumes and dress for an interview. For additional information, contact Jan Scudder, Business Coordinator for WorkSource Snohomish County at (425) 339-2956.

2002 Hire-a-Vet Job Fair

The 2002 Hire-a-Vet Job Fair will be held June 28 and will be hosted by the American Veterans (AMVETS) Post #1 in Tacoma. The job fair will be held from 9 a.m. until 3 p.m. at 5717 South Tyler. This event is open to the public. For additional information, contact Sal Cantu at (253) 593-7361.

Snohomish County WorkSource/WorkFirst Job Fair

WorkSource Snohomish County and WorkFirst will be hosting a job fair Tuesday, July 16, at the Everett Holiday Inn. It is located off Exit #186 from I-5, on the East side of the freeway on 128th street. The job fair will be from 2 p.m. until 4 p.m. This event is held monthly. The public is invited to attend. Bring resumes and dress for an interview. For additional information, contact Jan Scudder, Business Coordinator for WorkSource Snohomish County at (425) 339-2956.

Additional special events can be located on the go2worksource.com at <http://www.wa.gov/esd/work/events.htm>.

Small Business WorkShops

The Internal Revenue Service (IRS) is offering Small Business Workshops statewide all year round. The topics range from *Starting A Business Got You All Shook Up?* to *Working for Love Instead of Money?* to *Employment Tax Workshop*. Presenters include representatives from federal, state, and local government as well as private companies. The workshops can be located on the Internet website for the IRS at <http://www.irs.gov/smallbiz/localevents/washington.htm>.

How Are We Doing?

Employment Security wants to know what employers would like to have included in this newsletter.

Write to us at: Business Update, Employment Security Department, UI Division, P.O. Box 9046, Olympia, WA 98507-9046 or e-mail to businessupdate@esd.wa.gov.

Save Your Business Money With Shared Work!

Are you anticipating or experiencing an unexpected slowdown in your business?

For more information, call
1-800-752-2500

Not available during seasonal slowdowns or for part-time employees.

The Washington

Employer Help Line

What's in it for me?

- File 'no payroll' quarterly tax reports.
- Obtain key data about your UI tax account, including **tax rates**.
- Have selected forms and/or publications faxed to you.
- Get help with your recruiting or place orders to fill anticipated job openings.
- Access these and other services 24 hours a day, any day. Just dial:
(206) 340-1400 - Seattle
(509) 892-9211 - Spokane
(253) 305-0038 - Tacoma
1-888-836-1900 - Toll Free

Pierce County Business Operators and Managers

Do you need information about business expansion resources, revenue tax information, Washington Industrial Safety and Health Act, and more? The newly branded Business Connection at WorkSource Pierce is specifically charged with helping you to greater success and increased profits by connecting business to quality services. Visit us at www.worksourcepierce or call one of The Connection Coordinators at (253) 404-3970. Including these tax supported services in your strategic action plan will make an immediate difference in your bottom line.